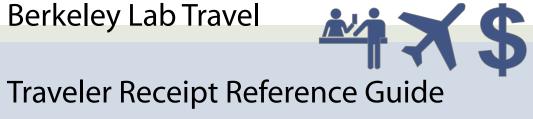
Berkeley Lab Travel



March 2007



Examples of Acceptable Receipts

Acceptable Receipts typically include the following:

- Name of the company (airline, hotel, rental car, etc.)
- Name of the traveler
- Transaction dates
- Amount of charges
- Proof/method of payment

- √ Conference name
- ✓ Traveler
- ✓ Dates
- √ Amounts
- √ Payment verification
- √ When conference documentation provided



ATTENDANCE and PAYMENT VERIFICATION

This is to certify that

NAME:

Joe Traveler

Traveler's name

INSTITUTION:

LAWRENCE BERKELEY NATIONAL LAB

attended the Fall 2006 Meeting held in Boston, MA November 27th - December 1st

Payment was received for the following: 🗩

Dates

Meeting Registration

Total

Payment verification

450.00 450.00

Amounts

If you have any questions or need additional information, please contact

Name, Preregistration Manager

Materials Research Society

forrest@mrs.org

Tel: 724-779-3004 Ext. 420 • Fax: 724-779-8313

- √ Vendor
- √ Date
- √ Amount



For Local & Airports
24 Hrs. Service

(510) CAB RIDE OR 222-7433

(510) 559 TAXI OR 559-8294

Date Amount

Note: This receipt was reduced from two pages to one.

- √ Vendor
- √ Amounts √ Traveler
- √ Dates
- √ Method of payment



February 26, 2007

For JOE TRAVELER XXXXXX-000037776

To: LAWRENCE BERKELEY LABS CO/ SOMEONE IN ACCOUNTING 2120 UNIVERSITY AVE STE 500 **BERKELEY CA 94704**

510-486-5693

Sales Person: OT Locator: **FFQFWB Customer Number:** U1J0L

THIS TICKET MAY BE SUBJECT TO PENALTIES. CHANGES/CANCELLATION TO THIS ITINERARY MAY BE SUBJECT TO A PENALTY FEE AND POSSIBLE FARE INCREASE THE SOUTHWEST RECORD LOCATOR IS CF6GPW

Monday March 19, 2007

Southwest Airlines Class Of Service:Coach Class M Depart: OAKLAND, CA Arrive: SAN DIEGO, CA

Total Flight Time: Equipment: Boeing 737-300 Meal Service: None Status: Confirmed

DEP-TERMINAL 2

Flight Number: 939

07:30AM March 19, 2007 08:55AM March 19, 2007 1 Hour 25 Minutes Non-Stop

Dates

Confirmation Number: CF6GPW

ARR-TERMINAL 1

Monday March 19, 2007



Southwest Airlines Class Of Service:Coach Class H Depart: SAN DIEGO, CA

Arrive: OAKLAND, CA Total Flight Time: Equipment: 73G Meal Service: None

Status: Confirmed DEP-TERMINAL 1

Flight Number: 434

04:05PM March 19, 2007 05:35PM March 19, 2007

1 Hour 30 Minutes Non-Stop

Dates

Confirmation Number: CF6GPW

ARR-TERMINAL 2

Wednesday September 19, 2007

Other Service Sep 19, 2007 - Sep 19, 2007 Departure City: OAKLAND, CA THANK YOU FOR YOUR BUSINESS

<u>Name</u>	Invoice / Ticket	<u>Base</u>	<u>Tax1</u>	Tax2	Tax3	<u>Total</u>
TRAVELER, JOE	190457/5262374033078	119.07USD	8.93US	6.80ZP	14.00XT	148.80

Total Amount:

148.80

Amount

FOR EMERGENCY ASSISTANCE AFTER HOURS PLEASE CALL 800-582-8395, IDENTIFY WITH EXECUTIVE CODE D25A BOARDING PASSES ARE NOW REQUIRED TO PASS SECURITY CHECKPOINTS, BOARDING PASSES ARE AVAILABLE AT THE TICKET COUNTER, CURBSIDE CHECK-IN OR AN E-TKT KIOSK. PLEASE CONFIRM SEATING AT AIRPORT CHECK-IN YOUR SOUTHWEST CONFIRMATION NUMBER IS CF6GPW

FORM OF PAYMENT - VI4798******XXXX

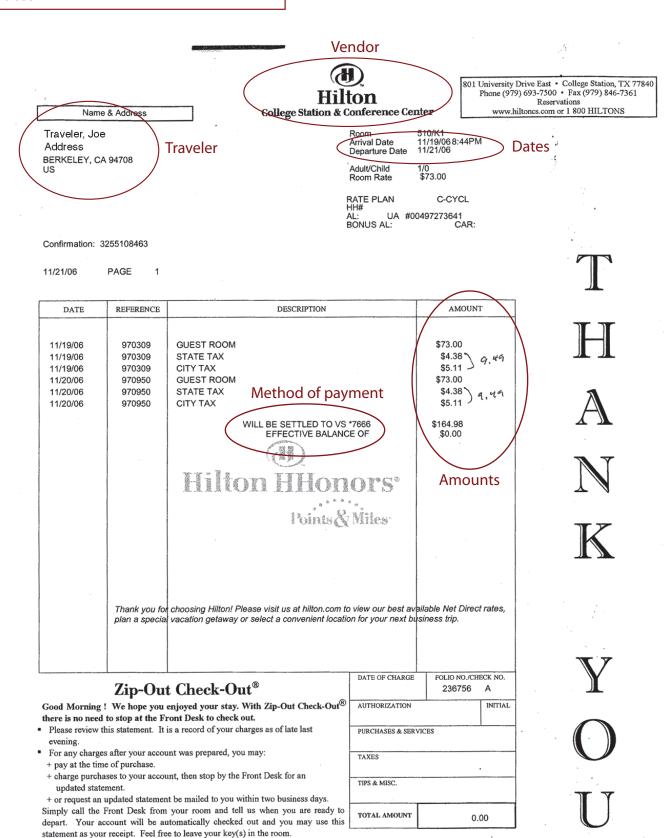
Method of payment

- √ Vendor
- √ Amounts
- √ Traveler
- √ Method of payment

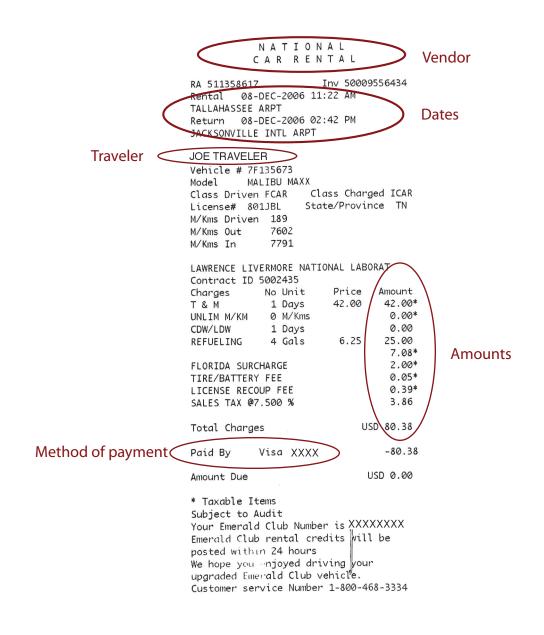
Please call the Front Desk if you wish to extend your stay or if you have any

questions about your account.

✓ Dates

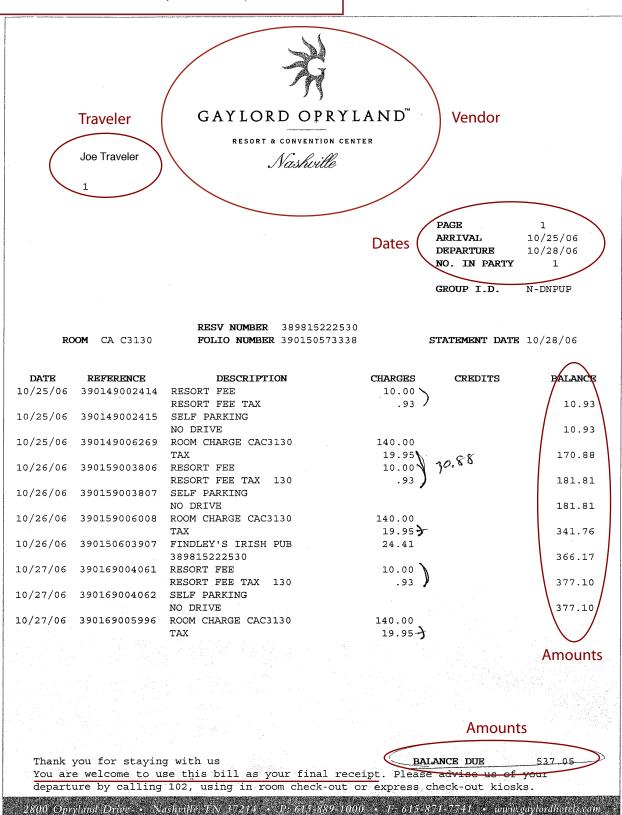


- √ Vendor
- √ Traveler
- ✓ Dates
- √ Amounts
- √ Method of payment



- √ Vendor
- √ Traveler
- ✓ Dates
- √ Amounts
- √ Proof of payment

("You are welcome to use this bill as your final receipt.")



- √ Vendor
- √ Traveler
- √ Dates
- √ Amounts
- √ Method of payment



Joe Traveler

Traveler's name

1234 Happy Place Dr. Somewhere, CA 56789 **Dates**

Arrival: Departure: 10/27/06

10/24/06

Room:

4152

Page:

Folio No. 205422

Date	Description	Debit	Credit	Cashier
10/24/06	Long Distance Calls 510-526-8215	14.78		FOSERVER
10/24/06	Room	95.00 •		KIRBYL
10/24/06	Room Tax *Room	9.90 €		KIRBYL
10/25/06	Terrace Cafe Food #4152 : CHECK #376	7.53		FOSERVER
10/25/06	Long Distance Calls 510-526-8215	4.25	Amounts	FOSERVER
10/25/06	Room	95.00		KENESHIAH
10/25/06	Room Tax *Room	9.90 -		KENESHIAH
10/26/06	Long Distance Calls 510-684-8514	6.50		FOSERVER
10/26/06	Room	95.00		RUTHO
10/26/06	Room Tax *Room	9.90		RUTHO
10/27/06	Visa Card XXXXXXXXXXXX9752 11/06	\	347.76	BECKYD

Method of Payment

Balance: \$0

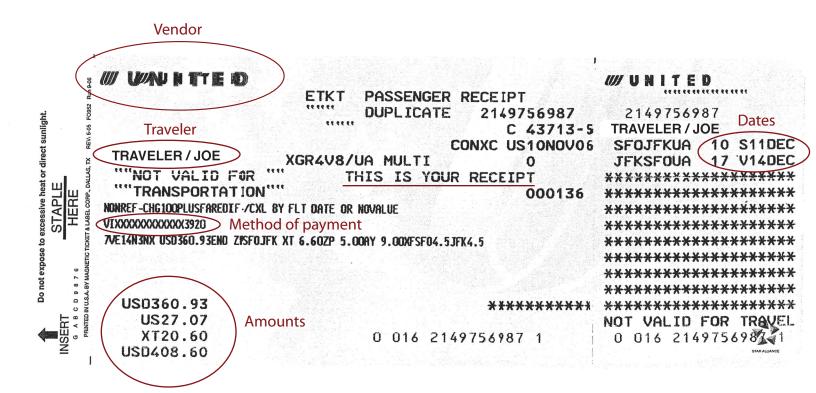
Signature:

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Thank-You for staying with us !!!!

Please visit our website: www.pheasantrun.com for our latest exciting offers.

- √ Vendor
- √ Traveler
- ✓ Dates
- √ Amounts
- √ Method of payment

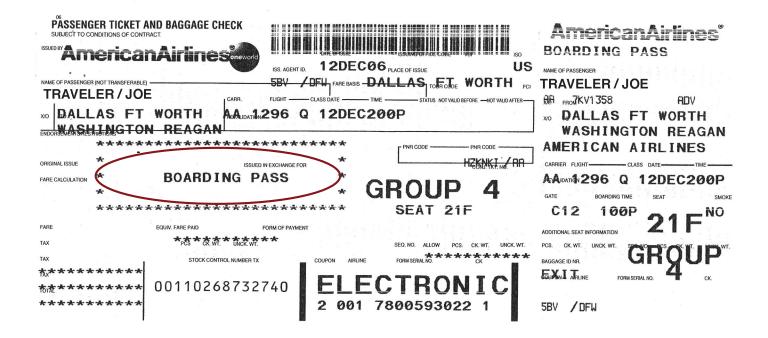


Examples of Unacceptable as Receipts

Not qualified as receipts: The following documents do not meet conditions of an acceptable receipt (usually missing amounts and/or proof of payment):

- Airline boarding passes
- Itinerary
- Registration forms without payment confirmations
- Hotel check-in forms/confirmations
- Rental car estimates/agreements?

- Says "Boarding Pass"
- There are no dollar amounts indicated
- · Shows no method of payment



American Airlines BOARDING PASS

PASSENGER NAME	FRI	EQUENT FLYER #	RECORD LOCATOR
TRAVELER / JOE	71	CV1358	HZKNKI
FROM:	FLIGHT	CLASS DATE	DEPARTS
SAN FRANCISCO	AA 532	s 12DEC	630A
TO: DALLAS/FORT WORTH	GATE	BCARDING TIME	SEAT
DALLASTFORT WORTH	63	600A	19A
GROUP 4			

ELECTRONIC

0017800593022

American Airlines[®]



SELF-SERVICE CPN 2341138

- This is an itinerary
- · Shows no method of payment

http://app2.outtask.com/common/printpage.asp?contentdiv



Carlson Wagonlit Travel (Lawrence Berkeley National Labs) 888-243-1125 Press 5 24 hours, 7 days a week



Trip from Oakland to San Diego

Travel Authorization - 9 Digits Only - Lead with zeros: 000037776

Itinerary for: JOE TRAVELER Created on: 02/26/2007 at 5:08 PM

Trip Record Locator: FFQFWB

View Fare Rules

FOR EMERGENCY ASSISTANCE AFTER HOURS PLEASE CALL 800-582-8395. IDENTIFY WITH EXECUTIVE CODE D25A BOARDING PASSES ARE NOW REQUIRED TO PASS SECURITY CHECKPOINTS. BOARDING PASSES ARE AVAILABLE AT THE TICKET COUNTER, CURBSIDE CHECK-IN OR AN E-TKT KIOSK.

Selected Ticket Delivery: E-Ticket if possible



Metro Oakland Intl Arpt (OAK) to Lindbergh Intl Arpt (SAN)

Southwest Flight # 0939 Economy (M) Boeing 737-300

Departs: Metro Oakland Intl Arpt (OAK), Terminal: 2 Mon 03/19/2007 at 7:30 AM

Arrives: Lindbergh Intl Arpt (SAN) Terminal: 1 Mon 03/19/2007 at 8:55 AM

 Status:
 Confirmed
 Ticketing:
 E-Ticket

 Stops:
 Nonstop
 Meal:
 No Meal Served

Duration: 1 hour, 25 minutes Flt Miles: 448

Airline Record Locator: CF6GPW

ナ

Lindbergh Intl Arpt (SAN) to Metro Oakland Intl Arpt (OAK)

Flight: Southwest Flight # 0434 Economy (H) Boeing 737-700

Departs: Lindbergh Intl Arpt (SAN), Terminal: 1 Mon 03/19/2007 at 4:05 PM
Arrives: Metro Oakland Intl Arpt (OAK) Terminal: 2 Mon 03/19/2007 at 5:35 PM

Status: Confirmed Ticketing: E-Ticket
Stops: Nonstop Meal: No Meal Served

Duration: 1 hour, 30 minutes Flt Miles: 448

Airline Record Locator: CF6GPW

Totals and restrictions

Airfare quoted amount: \$119.07 USD Landing fees and taxes: \$29.73 USD

Airfare quoted total: \$148.80 USD View Fare Rules

Restrictions: NON REFUNDABLE/STANDBY REQ UPGRADE TO YL

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Itinerary generated on Mon 02/26/2007 6:09 PM

- This is an estimate only Shows no proof of payment





JOS TRAVE CONTRACT SCHEF F F F F F F F F F					
ENTERPRING EXTREF# FF#	RA # 511358617	RES # 530168711			
RENTAL LOCATION TALLAHASSEE APPT (888)826 6890 RENTAL TIME TALLAHASSEE, B. 2310 RETURN DATE SIGNACSONVILLE INTLA RPT (904)741 3110 RETURN DATE G8-DEC-2006 RENTAL TIME JACKSONVILLE INTLA RPT (904)741 3110 RETURN DATE G8-DEC-2006 RENTAL TIME JACKSONVILLE INTLA RPT (904)741 3110 RETURN DATE G8-DEC-2006 RENTAL TIME JACKSONVILLE INTLA RPT (904)741 3110 RETURN DATE G8-DEC-2006 RETURN TIME G8-DEC-2006 RETURN TIME G8-DEC-2006 RETURN DATE G8-D	Joe Traveler			252	
TALLAHASSEE ARPT (889)826 6890	Hometown, CA 94720	EXT REF #	FT#		
JACKSONVILLE INTL ARPT (980)2761 3110 OS-DEC-2006 ACKSONVILLE INTL ARPT (904)741 3110 OS-DEC-2006 RETURN TIME 1.122 AM AKCSONVILLE INTL ARPT (904)741 3110 OS-DEC-2006 RETURN TIME 1.122 AM AKCSONVILLE, FL. 32229 Marker (1914) AKCSONVILLE, FL. 32229 Marker	RENTAL LOCATION	RENTAL DATE	RETURN LOC	CATION	RETURN DATE
TALLAHASSEE_FL_32310	TALLAHASSEE ARPT (888)826 6890	08-DEC-2006			08-DEC-2006
RATE RULES AND QUALIFICATIONS INITIAL X CONTRACT FLAT RATE Monthly Charge up to 31 Days CHICLE INFORMATION CHARGED DRIVEN CHARGED MAKE CHEVROLET MODEL MAKE CHEVROLET MODEL MALBU MAXX COLON MAKE CHEVROLET MODEL MALBU MAXX COLON MAKE CHEVROLET MODEL MALBU MAXX COLON MAKE CHEVROLET MALBU MAXX COLON MALBU MAXX COLON BLUE DK ODMETER 769.28 PRESAREA 7789.99 PRESAREA THE SESTRUED REG AREA THE SESTRUE RESTRUER RESPONSIBILITY TIME A DISTANCE MONTH MONTH 1008.00 X 0.00 TIME A DISTANCE MONTH 1008.00 X 0.00 TIME A DISTANCE MONTH MONTH 1008.00 X 0.00 TIME A DISTANCE MONTH MONTH 1008.00 X 0.00 MONTH MONTH MONTH 1008.00 X 0.00 MONTH MONTH 1008.00 X 0.00 MONTH MONTH MONTH MONTH 1008.00 X 0.00 MONTH MO	3300 CAPITAL CIRCLE SW	RENTAL TIME	JACKSONVIL	LE INTL ARPT	RETURNTIME
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MAKE	Monthly Charge up to 31 Days		DRIVEN	Full Size 2/4 Door Car Au	uto A/C
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• Shows no method of payment



Page No. 1

1914 Connecticut Avenue N.W. Washington, DC 20009 Tel: 202-797-2000 Fax: 202-462-0944

Guest Name:

Joe Traveler

American Astronomical Society

., AL

Room #: 508

Folio #: R17CD9 - 1

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Group #: 9193

Guests:

Clerk:

CL #:

CC #: ********

Arrive: 11/28/06

Time: 01:38 PM

Depart: 11/30/06

Time: 04:10:02

Status: FOL

Date	Description	Reference	Comment	Charges Credits
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11/28/2006	TAX	508t	TAX	\$23.06
11/29/2006	ROOM	508		\$159.00
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Folio	Balance:	 5364.	12_

Signature:

• Shows no proof of payment

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GUEST SIGNATURE	Clerk _		174						-6.	11

This is a **CONFERENCE REGISTRATION**

- √ Conference Name
- √ Location
- √ Dates
- √ Amounts & what is included for that cost



INTERNATIONAL OIL & GAS CONFERENCE AND EXHIBITION IN CHINA 5-7 DECEMBER 2006 • BEIJING, CHINA

ON-SITE REGISTRATION FORM



Conference name, Location, and Dates

Amounts and

what is included in the cost

NOTE: All portions of this form must be completed. Print names as they should appear on meeting badge. Registration will not

PE Member:	Membership No.		No
lame: (First/F	Forename)	(Middle)	(Last/Family Name)
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NONMEMBER*	☐ USD800/RMB6,400	MEMBER	USD350/RMB2,800
SPEAKER/AUTHOR/		NONMEMBER	☐ USD400/RMB3,200
SESSION		NONWEWBER	
CHAIRPERSON/	☐ USD550/RMB4,400	VISITOR (Includes	
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		tea breaks for that day only)	
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		NONMEMBER	☐ USD200/RMB1,600
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